

**Before the
Federal Communications Commission
Washington, DC 20554**

In the Matter of)	
)	
Petition for Waiver of)	
FCC Form 471 Filing Deadline)	
)	
Joeten-Kiyu Public Library)	CC Docket No. 02-6
(Billed Entity Number: 154966))	
)	
Schools and Libraries Universal Service)	
Support Mechanism)	

**Petition for Waiver for
FCC Form 471 Filing Deadline for Funding Year 2017
RE: FCC Form 471 BEN# 154966**

I. Introduction and Summary

The Joeten-Kiyu Public Library ("JKPL") serves the community, along with schools, the underserved and low income families and individuals for the entire island of Saipan in the Northern Mariana Islands. Since 2012, the JKPL has been a successful participant of the E-Rate program. The Joeten-Kiyu Public Library submitted and certified their Funding Year 2017 FCC Form 471, 171049471, in the "Apply Online" portal of the Schools and Libraries Division ("SLD") of the Universal Service Administrative Company's ("USAC") website, on 7/24/2017, just 74 days after the FCC Form 471 filing deadline of 5/11/2017.

A staff member of the Joeten-Kiyu Public Library works E-Rate into his already busy work schedule, and is the sole staff member performing E-Rate duties. As this was the first time to have a second competing Service Provider to be capable of meeting JKPL's broadband needs, it was also the first time to initiate a competitive bid with the now two (2) vendors. JKPL experienced obstacles in the process of bidding that caused delays, obstacles involving vendor issues and procurement changes within a truncated fiscal deadline for proposal submissions.

II. Request

The Joeten-Kiyu Public Library respectfully petitions the Commission to request a waiver of the Funding Year 2017 FCC Form 471 filing deadline on behalf of the CNMI to allow the Out of Window submission of their E-Rate Funding Year 2017 FCC Form 471 171049471, due to the delay from local procurement policies and procedures and vendor issues.

Respectfully submitted,



Erlinda C. Naputi,

Acting Director, Joeten-Kiyu Public Library

Susupe St.

Saipan USA, 96950

(670)235-7316

cnmistatelibrary@gmail.com

Dated: 7/28/2017

**Before the
Federal Communications Commission
Washington, DC 20554**

In the Matter of)	
)	
Petition for Waiver of)	
FCC Form 471 Filing Deadline)	
)	
Joeten-Kiyu Public Library Bookmobile)	CC Docket No. 02-6
(Billed Entity Number: 16066409))	
)	
Schools and Libraries Universal Service)	
Support Mechanism)	

**Petition for Waiver for
FCC Form 471 Filing Deadline for Funding Year 2017
RE: FCC Form 471 BEN# 16066409**

I. Introduction and Summary

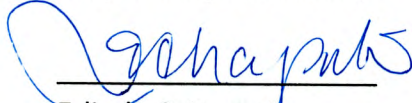
The Joeten-Kiyu Public Library (“JKPL”) Bookmobile serves the community, along with schools, the underserved and low income families and individuals for the entire island of Saipan in the Northern Mariana Islands. Since 2012, the JKPL Bookmobile has been a successful participant of the E-Rate program. The Joeten-Kiyu Public Library Bookmobile submitted and certified their Funding Year 2017 FCC Form 471, 171049472, in the “Apply Online” portal of the Schools and Libraries Division (“SLD”) of the Universal Service Administrative Company’s (“USAC”) website, on 7/24/2017, just 74 days after the FCC Form 471 filing deadline of 5/11/2017.

A staff member of the Joeten-Kiyu Public Library works E-Rate into his already busy work schedule, and is the sole staff member performing E-Rate duties. As this was the first time to have a second competing Service Provider to be capable of meeting JKPL’s broadband needs, it was also the first time to initiate a competitive bid with the now two (2) vendors. JKPL experienced obstacles in the process of bidding that caused delays, obstacles involving vendor issues and procurement changes within a truncated fiscal deadline for proposal submissions.

II. Request

The Joeten-Kiyu Public Library respectfully petitions the Commission to request a waiver of the Funding Year 2017 FCC Form 471 filing deadline on behalf of the CNMI to allow the Out of Window submission of their E-Rate Funding Year 2017 FCC Form 471 171049472, due to the delay from local procurement policies and procedures and vendor issues.

Respectfully submitted,



Erlinda C. Naputi

Acting Director, Joeten-Kiyu Public Library

Susupe St.

Saipan USA, 96950

(670)235-7316

cnmistatelibrary@gmail.com

Dated: 7/28/2017

**Before the
Federal Communications Commission
Washington, DC 20554**

In the Matter of)	
)	
Petition for Waiver of)	
FCC Form 471 Filing Deadline)	
)	
Rota Public Library)	CC Docket No. 02-6
(Billed Entity Number: 16066180))	
)	
Schools and Libraries Universal Service)	
Support Mechanism)	

**Petition for Waiver for
FCC Form 471 Filing Deadline for Funding Year 2017
RE: FCC Form 471 BEN# 16066180**

I. Introduction and Summary

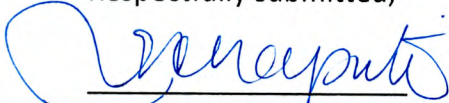
The Rota Public Library ("RPL") serves the community, along with schools, the underserved and low income families and individuals for the entire island of Rota in the Northern Mariana Islands. Since 2012, the RPL has been a successful participant of the E-Rate program. The Rota Public Library, under the Joeten-Kiyu Public Library ("JKPL"), submitted and certified their Funding Year 2017 FCC Form 471, 171049473, in the "Apply Online" portal of the Schools and Libraries Division ("SLD") of the Universal Service Administrative Company's ("USAC") website, on 7/24/2017, just 74 days after the FCC Form 471 filing deadline of 5/11/2017.

A staff member of the Joeten-Kiyu Public Library, in behalf of the Rota Public Library, works E-Rate into his already busy work schedule, and is the sole staff member performing E-Rate duties. As this was the first time to have a second competing Service Provider to be capable of meeting RPL's broadband needs, it was also the first time to initiate a competitive bid with the now two (2) vendors. RPL experienced obstacles in the process of bidding that caused delays, obstacles involving vendor issues and procurement changes within a truncated fiscal deadline for proposal submissions.

II. Request

The Rota Public Library respectfully petitions the Commission to request a waiver of the Funding Year 2017 FCC Form 471 filing deadline on behalf of the CNMI to allow the Out of Window submission of their E-Rate Funding Year 2017 FCC Form 471 171049473, due to the delay from local procurement policies and procedures and vendor issues.

Respectfully submitted,



Erlinda C. Naputi,

Acting Director, Joeten-Kiyu Public Library

Susupe St.

Saipan USA, 96950

(670)235-7316

cnmistatelibrary@gmail.com

Dated: 7/28/2017

PROCUREMENT AND SUPPLY
CNMI GOVERNMENT
INVITATION TO BID

ITB NO.: ITB17-JKPL-136

**SUBMISSION DATE: MAY 12, 2017
TIME: 10:00 A.M.**

**“INTERNET SERVICE PROVIDER &
TELECOMMUNICATIONS SERVICES
FOR THE JOETEN-KIYU PUBLIC LIBRARY”**

COPIES OF THE SPECIFICATIONS MAY BE PICKED-UP AT THE OFFICE OF THE DIRECTOR, DIVISION OF PROCUREMENT AND SUPPLY LOCATED AT THE FORMER EMERGENCY MANAGEMENT OFFICE, ASCENCION DRIVE, BUILDING NO. 1301, CAPITOL HILL SAIPAN, DURING REGULAR WORKING HOURS.

THE PROVISIONS OF THE CNMI PROCUREMENT REGULATIONS, NMIAC SECTION 70-30.3-725 AND 70-30.3-730 PROHIBITING GRATUITIES, KICKBACKS AND CONTINGENT FEES SHALL APPLY.

THE COMMONWEALTH RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS AND PROPOSALS; IN WHOLE OR IN PART, AND TO WAIVE ANY IMPERFECTION IN A BID IN THE BEST INTEREST OF THE COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS. ALL BIDS SHALL BECOME THE PROPERTY OF THE CNMI GOVERNMENT.

/S/ ERLINDA C. NAPUTI
ACTING DIRECTOR, JKPL

/S/ HERMAN S. SABLAN
DIRECTOR, P&S

BIDDERS CHECKLIST

When preparing a bid, here is a handy reference to make sure you haven't overlooked something which could disqualify your bid.

1. **Have you thoroughly read the solicitation and understand it?**
2. **Have you conformed to all the necessary specifications and standards?**
3. **Have you acknowledged all amendments?**
4. **If any bonding is required, is it included or has it been obtained?**
5. **Have you carefully entered your pricing information? (Lump sum or per item as specified in the bid).**
6. **Are your figures legible?**
7. **Is your offer for delivery in exact accordance with that required in the bid?**
8. **Have you properly completed the "Representations, Certifications and Acknowledgements"?**
9. **If you have any discounts, have they been stated correctly?**
10. **Is the person who signed the bid authorized to do so?**
11. **Have you properly identified your envelope to ensure it reaching the buyer by bid opening?**
12. **Will your bid arrive on time? It is your responsibility to ensure this!**

This is a very general list of items you need to double check. It is not all inclusive and it is important to remember to complete and use care in the preparation of your bids. **Mistakes can cost you money!!**

INVITATION TO BID

NOTE TO BIDDER: Failure to Provide Company Name, Address, Phone & Fax number on this INVITATION TO BID FORM may result in **bid rejection**.

Company Name:

Address:

Phone No.:

Fax No.

INVITATION NO.: ITB17-JKPL-136

BID MUST BE IN OUR OFFICE BY:

FRIDAY, MAY 12, 2017 AT 10:00 A.M.

SPECIAL NOTICE TO BIDDER

EACH ITEM MUST BE PRICED SEPARATELY FROM OTHERS. THIS REQUEST DOES NOT COMMIT THE GOVERNMENT OF THE NORTHERN MARIANAS IN ANYWAY TO PAY ANY COSTS INCURRED IN THE PREPARATION OR THE SUBMISSION OF THIS SUPPLIES AND SERVICES.

ADDRESS ALL CORRESPONDENCE TO:

COMMONWEALTH OF THE NORTHERN
MARIANA ISLANDS
PROCUREMENT AND SUPPLY
P.O. BOX 510008 CK
ATTN: DIRECTOR
PHONE NO. 664-1500 FAX 664-1515

SUPPLIES OR SERVICES	QTY.	U/M	UNIT PRICE	TOTAL AMOUNT
Internet Service Provider & Telecommunication 1 Services	Lot	\$	\$	

(SEE ATTACHED DETAILED SPECIFICATIONS)

Sealed bid submittals for this project must be submitted with **one (1) original and three (3) copies** to the Office of the Director of Procurement and Supply located at the former Emergency Management Office, Ascencion Drive, Building No. 1301, Capitol Hill, Saipan no later than **10:00 a.m., local time, May 12, 2017** and must be marked **ITB17-JKPL-136**.

Bidders outside the Commonwealth must notify the Director of Procurement and Supply, in writing, of their intent to submit a Notice of Intent to Bid in order to receive this additional seven (7) working days for the receipt of the actual proposal documents. This Notice of Intent to Bid may be any mode of written communication including facsimile to (670) 664-1515 or e-mailed to procurement@pticom.com but must be received no later than **10:00 a.m., local time, May 12, 2017**.

Bids submitted by firms outside the Commonwealth must be postmarked by the U.S. Postal Service or the official government postal service of a foreign country by **May 12, 2017** and mailed to the Office of the Director of Procurement and Supply to P.O. Box 510008, C.K., Saipan, MP 96950 and the bid documents must be received at the Office of the Director of Procurement and Supply located at the former Emergency Management Office, Ascencion Drive, Building No. 1301, Capitol Hill **May 23, 2017**.

Bids will be publicly opened and read at the Division of Procurement and Supply, located at the former Emergency Management Office, Ascencion Drive, Building No. 1301, Capitol Hill, at **10:00 a.m., local time, May 24, 2017**. However, if no Notice of Intent to Bid are received from bidders outside the CNMI, bids will be opened at **10:00 a.m., local time, May 12, 2017**.

The Government reserves the right to reject any and all bids and proposals, in whole or in part and to waive any imperfections in the best interest of the Commonwealth.

Any questions regarding this ITB can contact Ms. Erlinda C. Naputi, Acting Director, Joeten-Kiyu Public Library at (670) 235-7322.

NOTE: FAILURE TO SIGN THIS BID SUBMISSION WILL RESULT IN ITS REJECTION.

Print Name and Title: _____

Signature: _____

Date: _____

BREACH OF ETHICAL STANDARDS

Gratuities. It shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor. **NMIAC Section 70-30.3-725 (a)**

Kickbacks. It shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith as an inducement for the award of subcontractor or order. **NMIAC Section 70-30.3-725 (b)**

Contingent Fees. It shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure government contracts upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. **NMIAC Section 70-30.3-730**



JOETEN-KIYU PUBLIC LIBRARY

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WEBSITE: <http://www.cnmlib.org> E-MAIL: cnmlstatelibrary@gmail.com



ITB17-JKPL-136

I. BACKGROUND

Since 1997, Joeten-Kiyu Public Library has provided internet services to its library patrons first with 32Kbps Modem on a shared system, progressing to DSL and eventually adding to it, Wi-Fi accessibility, with this, a virtual network was established with the branch libraries of Tinian Public Library and Rota Public Library, to share and centralize it's library database and catalog system. With the introduction of the JKPL Bookmobile, the library services and internet accessibility has extended to the community in remote places of Saipan. The Library benefits through some discounts through the E-Rate which is a Federal Program that most service providers participate and utilize. This Proposal is for a new Internet and Telecommunications service that will provide and increase the services of the Libraries to provide the public with Internet and Library accessibility and opportunity.

II. SCOPE OF SERVICES

- ISP shall provide no less than the commercially business class internet connectivity at its highest available bandwidth
- ISP shall provide proof of redundancy of its services for telecom and internet.
- ISP shall provide bandwidth 24 hours per day, 365 days per year.
- ISP shall have network engineering support 24 hours per day, 365 days per year.
- ISP shall maintain network monitoring capability and notify JKPL at the point of any disruption of services at no time shall it take longer than 1 minute to send notification from the time the outage occurs.
- ISP shall provide web-based bandwidth utilization reporting
- ISP shall grant JKPL authoritative control over the services it receives.
- ISP shall install all services and equipment included in the proposal
- ISP shall guarantee quality of service minimum uptime 99% per month with minimum four (4) hours response and resolution to problems
- Network/Transit Delay shall not exceed an average of 80ms over a minute period where the circumstances are under the ISP's control.
- Packet loss shall not exceed an average of .5% over a 5-minute period where the circumstances are under the ISP's control.

- **Listed Description of Services**

Telecommunication Voice (POTS)

Type	Description	Location	Quantity
Phone Service with Unit	Intercom Voice Mail Capable with Call Forwarding and Caller ID	Joeten-Kiyu Public Library	2
Phone Service with Unit	Voice Mail Capable and Call Forwarding	Joeten-Kiyu Public Library	2
Phone Service with Unit	Voice and Call Forwarding	Joeten-Kiyu Public Library	2
Phone Service with Unit	Voice and Call Forwarding	Rota Public Library	1
Phone Service with Unit	Voice and Call Forwarding	Tinian Public Library	1

Fax Service

Type	Description	Location	Quantity
Fax Service	Fax Services	Joeten-Kiyu Public Library	1

Broadband Internet

Type	Description	Location	Quantity
Internet (DSL)	High Speed Internet (DSL) (Maximum Service)	Joeten-Kiyu Public Library	2
Internet (DSL)	High Speed Internet with Managed Bandwidth for Upload and Download configuration and monitoring (Maximum Service)	Joeten-Kiyu Public Library	2
Internet (DSL)	High Speed Internet (DSL)	Rota Public Library	1
Internet (DSL)	High Speed Internet (DSL)	Tinian Public Library	1

Cellular Voice Service

Type	Description	Location	Quantity
Cellular	Unlimited Voice Data, with Wi-Fi Capable Unit	Joeten-Kiyu Public Library	4

General Terms

- I. **Contract Term.** The ISP Services Contract will begin at the time of installation and activation of all services and last for 1 year as required by E-Rate Guidelines for submission and reporting, with JKPL having an option to renew the contract for an added years.
 - II. **Pricing.** Pricing Shall be quoted on a yearly contract initial term and include an option to extend for 30 days to meet procurement procedures in release of payment by the CNMI Government. Pricing shall be quoted as a monthly cost and will note potential discounts under E-rate or not. For the add-alternative option, pricing shall also be quoted as a monthly cost.
- III. **ELIGIBILITY AND DISQUALIFICATION OF BIDDER(S)**
- a. **Initial eligibility of Bidder(s)**

Experience

Proposers must be able to demonstrate at least three (3) years of experience with at least three (3) entities that have a minimum of 8 concurrent connections and 200 unique users a day within one location. For each entity that the proposer has worked with, please provide their contact information as well as their number of concurrent connections and unique users a day.
 - b. **Outstanding Claims and Litigation**

Proposers are not eligible if at the time of submission the proposer, or any individual or entity of proposer, is in default, has any past due amounts or arrearages or is in breach of contract with any previous or existing contract with the CNMI. Further, the subcontract with whom the CNMI has any existing or pending litigation if the CNMI deems that such litigation may adversely affect the ability for the parties to effectively work together.
 - c. **Acknowledgement of Proposer**

Proposers shall thoroughly examine and become familiar with this ITB, including attachments, and any addendum that may be issued. The failure or the neglect of a proposer to receive or examine any ITB document shall in no way relieve it from any obligation with respect to its proposal or the obligations that flow from making a successful proposal. No claim based upon a lack of knowledge or understanding of any document or its contents shall be allowed.

d. Disqualification of Bid

Without in any way limiting the JKPL's right to reject any or all proposals, proposers are advised that any of the following may be considered as sufficient cause for the disqualification of a proposer and the rejection of a proposal: (i) failure to meet initial eligibility requirements;(ii)submission of more than one proposal by an individual, firm, partnership or corporation under the same or different names, including the names it does business under;(iii) evidence of collusion among proposers;(iv) improper communication with procurement and administering client.

Bids will be considered irregular and may be rejected for omission, alterations of form, additions not called for, conditions, limitation, unauthorized alternate proposals or other irregularities of any kind. All of the foregoing notwithstanding, however JKPL reserves the right to waive any such irregularities if permissible and within E-Rate recommended criteria.

VII. MISCELLANEOUS

a. Interpretation of the ITB

All questions concerning interpretation of the ITB documents must be made in writing to Ms. Erlinda C. Naputi, Acting Director of JKPL by email to ecnaputi@gmail.com no later than **5 p.m. on April 28, 2017**. Interpretations and answers to general questions will only be made by written addenda. The City shall not be responsible for any other explanation or interpretation.

b. Consent to Investigate

The selection of the bidder will be based on a thorough investigation into the areas of interest expressed in the ITB. As part of that, the City may request the proposers to provide such things as, but not limited to, financial records, information on managing partners or participation in an interview process. By submitting a proposal, each proposer consents to any investigation the CNMI Govt. deems necessary.

c. JKPL's right to Cancel, Reject, Modify or Reissue ITB

The CNMI Govt with JKPL, in its sole discretion, reserves the right to modify, cancel, reissue or take any other action it deems necessary in the issuance of this RFP. Further, the CNMI Government. also reserves the right to reject any or all proposals submitted. Prior to the execution of the Concession Agreement, no action taken by the CNMI Govt. may be inferred or construed to give rise to any obligation by the CNMI Gov't.

d. Subcontracting

No subcontracting will be permitted under this contract. Proposers that normally re-sell or subcontract portions of their work similar to those included under this ITB must certify in their proposal their intent not to do so with JKPL.

e. Attempts to Influence Selection Process

Except for clarifying written questions sent to the Library, all proposers, including any and all persons acting on their behalf, are strictly prohibited from contacting elected or appointed CNMI or JKPL officials, officers, employees, or JKPL on or regarding any matter relating to this RFP from the time the RFP is issued until the start of the open business meeting at which JKPL is asked to approve the Concession Agreement.



**JOETEN-KIYU
PUBLIC LIBRARY**
NORTHERN MARIANAS STATE LIBRARY

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WEBSITE: <http://www.cnmillib.org> E-MAIL: cnmistatelibrary@gmail.com



MEMORANDUM

Date: April 12, 2017

To: Director, Procurement & Supply

From: Acting Director *[Signature]*
4/12/17

Subject: Invitation to Bid Request; ITB17-JKPL-136
bid

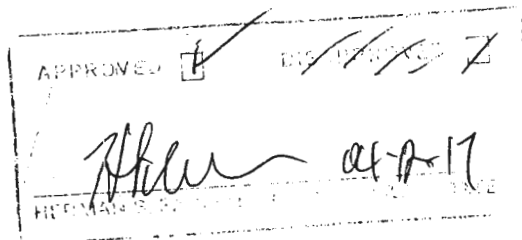
The Joeten-Kiyu Public Library (JKPL) is respectfully requesting your approval to authorize JKPL to process Competitive Sealed Proposals to procure the services of an E-Rate, in accordance with NMIAC § 70-30.3-205.

The subject project involves the purchase of professional services in the Information Technology that can be performed by an experienced and qualified contractor with a proven history of successful engagement in similar projects.

The Scope of work required for the services for an E-Rate is attached for your reference. The provisions of the CNMI Procurement Regulations, NMIAC Section 70-30.3-725 and 70-30.3-730 prohibiting gratuities, kickbacks and contingent fees shall apply.

Should you have any questions, please do not hesitate to contact me at 235-7316.

Regards,
Attachment(s)
Cc: JKPL file





JOETEN-KIYU PUBLIC LIBRARY

NORTHERN MARIANAS STATE LIBRARY

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MEMORANDUM

Date: April 24, 2017

To: Director, Procurement & Supply

From: Acting Director

[Handwritten signature]
4/29/17

Subject: Addendum to ITB17-JKPL-136

The Joeten-Kiyu Public Library (JKPL) is respectfully requesting your good office to make changes to the specifications to procure the services of an Internet and Telecommunications services provider, in accordance with NMIAC § 70-30.3-205.

The changes that need to be made are minimum service requirements of the scope of services that can be performed by an experienced and qualified offeror.

Attached, for your reference, is the revised specifications of scope of services. The provisions of the CNMI Procurement Regulations, NMIAC Section 70-30.3-725 and 70-30.3-730 prohibiting gratuities, kickbacks and contingent fees shall apply.

Should you have any questions, please do not hesitate to contact me at 235-7316.

Regards,
Attachment(s)
Cc: JKPL file





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MEMORANDUM

Date: May 01, 2017**To:** Director, Procurement & Supply**From:** Acting Director**Subject:** Addendum #3; ITB17-JKPL-136**RECEIVED**
Division of Procurement
and Supply

Date: 5/1/17

Time: 2:05 PM

Rec'd by: [Signature]

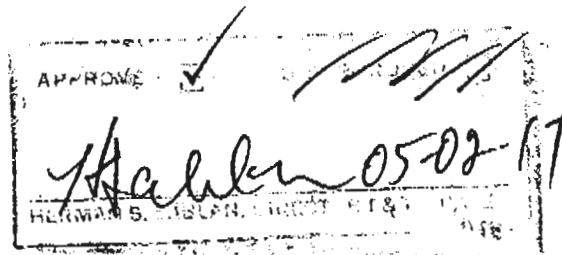
The Joeten-Kiyu Public Library (JKPL) is respectfully requesting your good office to make changes to the specifications to procure services of an internet and Telecommunications Services provider, in accordance with NMIAC § 70-30.3-205, and to schedule a second (2nd) Pre-Bid Conference here at the JKPL Conference Room, on Wednesday, May 03, 2017 at 1:30 p.m., with Vendors that have picked up a packet of ITB17-JKPL-136.

The changes that need to be made are the Minimum Bandwidth service, Broadband Internet speed, initial eligibility of proposers' experience. The intent of the 2nd Pre-bid Conference is to review with vendors changes made in the ITB as recommended by all parties present on the first Pre-bid conference.

The provisions of the CNMI Procurement Regulations, NMIAC Section 70-30.3-725 and 70-30.3-730 prohibiting gratuities, kickbacks and contingent fees shall apply.

Should you have any questions, please do not hesitate to contact me at 235-7316.

Regards,
Cc: JKPL file





Department of Finance
Division of Procurement and Supply

E-mail: procurement@pticom.com

P.O. Box 510008 CK Saipan, MP 96950

Tel.: (670) 864-1500

Fax: (670) 864-1515

ADDENDUM NO. 3



ITB17-JKPL-136

**“Internet Service Provider & Telecommunications Services
for Joeten-Kiyu Public Library”**

This addendum is issued to schedule a Pre-Bid Conference to be held on **Monday, May 03, 2017 at 1:30 p.m.** at the Joeten-Kiyu Public Library Conference Room.


Herman S. Sablan

Director, Procurement and Supply

May 02, 2017

Cc: Acting Director, JKPL



**JOETEN-KIYU
PUBLIC LIBRARY**
NORTHERN MARIANAS STATE LIBRARY

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**ADDENDUM NO. 3
ITB17-JKPL-136**

RECEIVED
Div. of Procurement
and Supply

Date: 5/3/17

Time: 2:30 pm

By: Jact

INVITATION TO BID

**INTERNET SERVICE PROVIDER SERVICES & TELECOMMUNICATIONS
AT**

**JOETEN-KIYU PUBLIC LIBRARY, JOETEN-KIYU PUBLIC LIBRARY
BOOKMOBILE, ROTA PUBLIC LIBRARY & TINIAN PUBLIC LIBRARY**

I. BACKGROUND

Since 1997, Joeten-Kiyu Public Library has provided internet services to its library patrons first with 32Kbps Modem on a shared system, progressing to DSL and eventually adding to it, Wi-Fi accessibility, with this, a virtual network was established with the branch libraries of Tinian Public Library and Rota Public Library, to share and centralize it's library database and catalog system. With the introduction of the JKPL Bookmobile, the library services and internet accessibility has extended to the community in remote places of Saipan. The Library benefits through some discounts through the E-Rate which is a Federal Program that most service providers participate and utilize. This Proposal is for a new Internet and Telecommunications service that will provide and increase the services of the Libraries to provide the public with Internet and Library accessibility and opportunity.

II. SCOPE OF SERVICES

- ISP shall provide no less than the commercially business class internet connectivity at its highest available bandwidth
- ISP shall provide proof of redundancy of its services for telecom and internet.
- ISP shall provide bandwidth 24 hours per day, 365 days per year.
- ISP shall have network engineering support 24 hours per day, 365 days per year.
- ISP shall maintain network monitoring capability and notify JKPL at the point of any disruption of services at no time shall it take longer than 1 minute to send notification from the time the outage occurs.
- ISP shall provide web-based bandwidth utilization reporting
- ISP shall grant JKPL authoritative control over the services it receives.
- ISP shall install all services and equipment included in the proposal
- ISP shall guarantee quality of service minimum uptime 99% per month with minimum four (4) hours response and resolution to problems
- Network/Transit Delay shall not exceed an average of 80ms over a minute period where the circumstances are under the ISP's control.

- Packet loss shall not exceed an average of .5% over a 5-minute period where the circumstances are under the ISP's control.
- **Minimum Bandwidth Service must be 15 to 30 Megabits Download Speed.**
- Maximum Bandwidth recommended and offered preferred.

• Listed Description of Services

Telecommunication Voice (POTS)

Type	Description	Location	Quantity
Phone Service with Unit	Intercom Voice Mail Capable with Call Forwarding and Caller ID	Joeten-Kiyu Public Library	2
Phone Service with Unit	Voice Mail Capable and Call Forwarding	Joeten-Kiyu Public Library	2
Phone Service with Unit	Voice and Call Forwarding	Joeten-Kiyu Public Library	2
Phone Service with Unit	Voice and Call Forwarding	Rota Public Library	1
Phone Service with Unit	Voice and Call Forwarding	Tinian Public Library	1

Fax Service

Type	Description	Location	Quantity
Fax Service	Fax Services	Joeten-Kiyu Public Library	1

Broadband Internet

Type	Description	Location	Quantity
High Speed Internet	High Speed Broadband Internet (15 to 30 Megabits Download Speed)	Joeten-Kiyu Public Library	2
High Speed Internet	High Speed Internet with Managed Bandwidth for Upload and Download configuration and monitoring (15 to 30 Mbps Upload Speed)	Joeten-Kiyu Public Library	2
High Speed Broadband Internet	High Speed Broadband Internet (15 to 30 Mbps Upload Speed)	Rota Public Library	1
High Speed Broadband Internet	High Speed Broadband Internet(15 to 30 Mbps Upload Speed)	Tinian Public Library	1
Wireless Data Internet	Wireless Data Internet	JKPL BookMobile	1

Cellular Voice Service

Type	Description	Location	Quantity
Cellular	Unlimited Voice Data, with Wi-Fi Capable Unit	Joeten-Kiyu Public Library	4

General Terms

- I. **Contract Term.** The ISP Services Contract will begin at the time of installation and activation of all services and last for 1 year as required by E-Rate Guidelines for submission and reporting, with JKPL having an option to renew the contract for an added years.
- II. **Pricing.** Pricing Shall be quoted on a yearly contract initial term and include an option to extend for 30 days to meet procurement procedures in release of payment by the CNMI Government. Pricing shall be quoted as a monthly cost and will note potential discounts under E-rate or not. For the add-alternative option, pricing shall also be quoted as a monthly cost.

III. ELIGIBILITY AND DISQUALIFICATION OF PROPOSERS

Initial eligibility of Proposers

A. Experience

Proposers must be able to provide at least three (3) years of experience with at least three (3) private businesses or government agency/department that serve in the CNMI. For each entity that the proposer has worked with, please provide their contact information or Business Name.

B. Outstanding Claims and Litigation

Proposers are not eligible if at the time of submission the proposer, or any individual or entity of proposer, is in default, has any past due amounts or arrearages or is in breach of contract with any previous or existing contract with the CNMI. Further, the subcontract with whom the CNMI has any existing or pending litigation if the CNMI deems that such litigation may adversely affect the ability for the parties to effectively work together.

C. Acknowledgement of Proposer

Proposers shall thoroughly examine and become familiar with this ITB, including attachments, and any addendum that may be issued. The failure or the neglect of a proposer to receive or examine any ITB document shall in no way relieve it from any obligation with respect to its proposal or the obligations that flow from making a successful proposal. No claim based upon a lack of knowledge or understanding of any document or its contents shall be allowed.

a. Disqualification of Bid

Without in any way limiting the JKPL's right to reject any or all proposals, proposers are advised that any of the following may be considered as sufficient cause for the disqualification of a proposer and the rejection of a proposal: (i) failure to meet initial eligibility requirements;(ii)submission of more than one proposal by an individual, firm, partnership or corporation under the same or different names, including the names it does business under;(iii) evidence of collusion among proposers;(iv) improper communication with procurement and administering client.

Proposals will be considered irregular and may be rejected for omission, alterations of form, additions not called for, conditions, limitation, unauthorized alternate proposals or other irregularities of any kind. All of the foregoing notwithstanding, however JKPL reserves the right to waive any such irregularities if permissible and within E-Rate recommended criteria.

IV. PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS

a. Format

The format of the ITB is based the procurement requisite, including the company information and addendum acknowledgement, which must be in the format provided by the CNMI Government Procurement. However, the proposal should, at the least, include the following:

- Cover Letter
- Company Information
- Addendum Acknowledgement
- Background and Experience
- Pricing
- Scope of Work (Detailed breakdown on plan to meet specifications)
- References (at least 3)
- Any agreement or terms on conditions JKPL will be asked to execute
- Work Schedule and Timeline for Implementation
- Other information proposer deems relevant (including additional services)
- Exceptions requested by Proposer to any of the **ITB** requirements.

b. Submission Requirements

Submission Instructions

Responders must provide one (1) original and three (3) hardcopies no later than **10:00 a.m., local time, May 12, 2017.**

Amendment of Proposal

Amendment of a submitted proposal may occur at any time prior to the submission deadline by written request. Amendments will only be accepted through the submission of completely new materials that meet the requirements set forth in the Submission Instructions section above.

Withdrawal of Proposal

Withdrawal of the proposal may occur at any time prior to the submission deadline by written request. Withdrawal of one proposal will not preclude the submission of another timely proposal but no withdrawal will be allowed after the submission deadline.

V. SELECTION CRITERIA

- Category & Description
- Background and Experience
- Pricing
- Plan to Meet Specifications

- Service Interruptions & Restoration
- References
- Agreement and Terms and Conditions

VI. AWARD OF CONTRACT

Upon review and evaluation of all qualifying proposals, including any interviews that the Library may elect to require, the selection committee will select the proposer(s) and proposal(s) that it determines, in its absolute discretion, would best provide the Concession. JKPL will inform the selected proposer(s) that it has been selected, subject to Joeten-Kiyu Public Library and CNMI Office of Procurement. If the selected proposer(s) are unable to agree on the final terms, the selected proposer(s) will be excused from further consideration and JKPL may, at their option, select another proposer(s). Until the Agreement and all supporting ancillary documents have been approved by the City Council and executed by the Acting Director of JKPL, the CNMI Govt. shall have no obligations hereunder.

VII. MISCELLANEOUS

a. Interpretation of the ITB

All questions concerning interpretation of the ITB documents must be made in writing to CNMI Procurement no later than 5 p.m. on May 01, 2017. Interpretations and answers to general questions will only be made by written addenda. The City shall not be responsible for any other explanation or interpretation.

b. Consent to Investigate

The selection of the proposer will be based on a thorough investigation into the areas of interest expressed in the ITB. As part of that, the City may request the proposers to provide such things as, but not limited to, financial records, information on managing partners or participation in an interview process. By submitting a proposal, each proposer consents to any investigation the CNMI Govt. deems necessary.

c. JKPL's right to Cancel, Reject, Modify or Reissue ITB

The CNMI Govt. with JKPL, in its sole discretion, reserves the right to modify, cancel, reissue or take any other action it deems necessary in the issuance of this ITB. Further, the CNMI Govt. also reserves the right to reject any or all proposals submitted. Prior to the execution of the Concession Agreement, no action taken by the CNMI Govt. may be inferred or construed to give rise to any obligation by the CNMI Govt.

d. Subcontracting

No subcontracting will be permitted under this contract. Proposers that normally re-sell or subcontract portions of their work similar to those included under this RFP must certify in their proposal their intent not to do so with JKPL.

e. Attempts to Influence Selection Process

Except for clarifying written questions sent to the Library, all proposers, including any and all persons acting on their behalf, are strictly prohibited from contacting elected or appointed CNMI or JKPL officials, officers, employees, or JKPL on or regarding any matter relating to this ITB from the time the ITB is issued until the start of the open business meeting at which JKPL is asked to approve the Concession Agreement.





JOETEN-KIYU PUBLIC LIBRARY

NORTHERN MARIANAS STATE LIBRARY

P.O. BOX 501092, SAIPAN MP 96950 • PHONE: (670) 235-7322 • FAX: (670) 235-7550
WEBSITE: <http://www.cnmlib.org> E-MAIL: cnmistatelibrary@gmail.com



MEMORANDUM

Date: May 24, 2017

To: Herman S. Sablan
Director, Procurement and Supply

From: Erlinda C. Naputi
Acting Director

Subj: Recommendation of ITB17-JKPL-136

RECEIVED
Division of Procurement
and Supply
Date: 25/25/2017
Time: 4:20
Rec'd by: JAT

ITB17-JKPL-136 for the Joeten-Kiyu Public library to procure the Internet Service and Telecommunications service provider has been opened and only two (2) vendors have submitted a bid, namely, Docomo Pacific and IT&E.

The Joeten-Kiyu Public library recommends to award both vendors a contract. Attached is a breakdown of line item scope of work awarded to each vendor.

Along with this memo is a price comparison on item from each vendor.

Should you have any questions or concerns, please do not hesitate to contact me at 235-7316



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WEBSITE: <http://www.cnmilb.org> E-MAIL: cnmistatellibrary@gmail.com



To: All Internet Service Providers and Communications Providers

Fr: Roy Rechebei

Information Technology Center, Joeten-Kiyu Public Library

Re: Agreement of Selected Services for Internet and Communications

At the request of CNMI Procurement, the Joeten-Kiyu Public Library is humbly requesting for cooperation to agree on JKPL's decision to distribute the services of each respective Internet Service and Communications Providers, namely, DOCOMO PACIFIC and IT&E as indicated in the sent notice of line items of service.

The decision to select specific services is a four-fold effort to;

- 1) ensure Library services to our community,
- 2) achieve overall cost savings to the CNMI Government,
- 3) establish a measure of redundancy to minimize interruption of operations for the three (3) Public Libraries in the CNMI,
- 4) And meet our E-Rate requirements in a timely manner, further saving costs to us, and ensuring funding to pay for these services.

The services selected from each vendor, when totaled, have a significant cost savings, compared to either vendor totals. With this in mind, JKPL also considers that having 2 providers for the Library would be truly beneficial for uninterrupted and redundant reliable services we provide to the community.

We would truly appreciate all considerations your respective providers can make, and we would recognize this as an effort to improve and in effect, be a critical contribution to Library and Community services.

As we are making efforts to complete our E-Rate and time is of the essence, we are requesting a business letter or form of agreement to split the services (referring to the line items) to be document sent/pickup or emailed to us at jkpl.actingdirector@gmail.com.



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WEBSITE: <http://www.cnmlib.org> E-MAIL: cnmistatellibrary@gmail.com



Joeten-Kiyu Public Library

Selections of the Vendor, DOCOMO PACIFIC, for these services are based on substantial cost savings and difference to competitor. In addition, the services meet and/or positively exceed quoted requirements with significant costs being lower than competitor

Vendor Name: DOCOMO PACIFIC

Description of Service	Location of Installation/Service	Quantity	Unit Cost	Monthly
100Mbps A-Symmetrical DL	Joeten-Kiyu Public Library	2	\$199.99	\$399.98
100Mbps A-Symmetrical DL	Rota Public Library	1	\$199.99	\$199.99
100Mbps A-Symmetrical DL	Tinian Public Library	1	\$199.99	\$199.99
20GB Data Plan (Wireless Data)	Joeten-Kiyu Public Library Bookmobile	1	\$44.00	\$44.00
Fax Phone Line	Joeten-Kiyu Public Library	1	\$25.00	\$25.00

We hereby agree to the selection and will proceed accordingly:

_____ Date: _____
Print Name and Signature Above



Department of Finance
Division of Procurement and Supply

E-mail: procurement@pticom.com

P.O. Box 510008 CK Saipan, MP 96950

Tel.: (670) 664-1500

Fax: (670) 664-1515



April 12, 2017

Marianas Variety

Attn: Noemi

Saipan, MP 96950

Please publish the attached Invitation to Bid in your newspaper, in the following issues:

April 13, 2017

April 20, 2017

April 27, 2017

The size of the advertisement should not exceed 2 X 2 of a page in your newspaper.
Please fax a copy of the ad, for corrections, if any, to our office before the ad is put out for publication.

Please mail or submit your original invoice to the Joeten-Kiyu Public Library, c/o Ms. Erlinda C. Naputi, Acting Director, Joeten-Kiyu Public Library at P.O. Box 501092, Saipan, MP 96950.

Your billing should reference **ITB17-JKPL-136** and the requesting agency is the Joeten-Kiyu Public Library.

Please apply this advertisement order to purchase order number 631616-OP.

Sincerely,

Vivian M. Lizama
Administrative Officer

Attachments: Advertisement Layout
Copy of Purchase Order – 631616-OP

234-9272

Commonwealth of the Northern Mariana Islands

Office of the Governor

Saipan, MP 96950

Telephone: (670) 664-1500 Fax: (670) 664-1515

DATE: 04/10/17

VENDOR: MARIANAS VARIETY
P.O. BOX 500231

SAIPAN, MP
96950-0231

POINT :
ORDERED VIA :
DELIVERY TIME:

IB17-JKPL-136

PURCHASE ORDER

THIS NUMBER MUST APPEAR ON
ALL INVOICES AND DELIVERY SLIPS

No. 631616-000 OP

INSTRUCTIONS

1. P.O. number must appear on all invoices, packages, packing lists, and other related documents.
2. Payments requests, prior to receipt of shipment, must include proof of shipment with invoice.
3. The CNMI Government reserves the right to reject any or all items received that are not in compliance with ordered specifications.
4. AIRMAIL original invoices attached to the original corresponding CNMI Government Purchase Orders to the Division of Finance & Accounting, Att: Accounts Payable, P.O. Box 5234 CHRB Saipan, MP 96950. All correspondence with regards to payments must be directed to the above.
5. All correspondence regarding shipment of this order is to be directed to the Director, Procurement & Supply, CNMI.
6. Any refund check should be made payable to CNMI Treasury. Mail all refund to the above address.

QUANTITY	UNITS OF ISSUE	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	EA	ADVERTISING OF E-RATE (REQUEST FOR PROPOSAL) ANNOUNCEMENT OF JKPL RFP	93.00	93.00
TOTAL				93.00

DELIVER TO:

MARPANDS - Saipan
LIB17.073/3070.62080
P.O. Box 10008 CK

VIA: Saipan MP
96950

Requested By : JoeTen Kiyu Library R/AC
VENDOR

RELEASE DATE : 04/10/17

Herman S. Sablan
HERMAN S. SABLAN

House • Apartments Property & Commercial Place

Location : From San Vicente to San Roque

Must be with Land Title, Selling Price and Contacts.

Please Email: realestate.koc@hotmail.com

Contact No.(670) 234-5700 and look for Mr. Yong



Procurement And Supply CNMI Government

INVITATION TO BID

ITB NO.: ITB17-JKPL-136

SUBMISSION DATE: MAY 12, 2017 • TIME: 10:00 A.M.

"INTERNET SERVICE PROVIDER & TELECOMMUNICATIONS SERVICES
FOR THE JOETEN-KIYU PUBLIC LIBRARY"

COPIES OF THE SPECIFICATIONS MAY BE PICKED-UP AT THE OFFICE OF THE DIRECTOR, DIVISION OF PROCUREMENT AND SUPPLY LOCATED AT THE FORMER EMERGENCY MANAGEMENT OFFICE, ASCENSION DRIVE, BUILDING NO. 1301, CAPITOL HILL, SAIPAN, DURING REGULAR WORKING HOURS.

THE PROVISIONS OF THE CNMI PROCUREMENT REGULATIONS, NMIAC SECTION 70-30.3-725 AND 70-30.3-730 PROHIBITING GRATUITIES, KICKBACKS AND CONTINGENT FEES SHALL APPLY.

THE COMMONWEALTH RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS AND PROPOSALS, IN WHOLE OR IN PART, AND TO WAIVE ANY IMPERFECTION IN A BID IN THE BEST INTEREST OF THE COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS. ALL BIDS SHALL BECOME THE PROPERTY OF THE CNMI GOVERNMENT.

/s/ ERLINDA C. NAPUTI
ACTING DIRECTOR, JKPL

/s/ HERMAN S. SABLAN
DIRECTOR, P&S



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Speaking to Reuters at the London premiere of "Guardians

also starred Sam Worthington and Sigourney Weaver, took in some \$2.8 billion at box offices worldwide, smashing records.

A sequel had been first eyed for 2014 but was delayed.

A star





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Procurement And Supply CNMI Government INVITATION TO BID

ITB NO.: ITB17-JKPL-136
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/s/ ERLINDA C. NAPUTI
ACTING DIRECTOR, JKPL

/s/ HERMAN S. SABLAN
DIRECTOR, P&S

Procurement And Supply CNMI Government INVITATION TO BID

ITB NO.: ITB17-DOF/REV-131
SUBMISSION DATE: MAY 08, 2017 • TIME: 10:00 A.M.
"PURCHASE OF TWO (2) HIGH CAPACITY ALL-IN-ONE MULTIFUNCTION PRINTERS
FOR THE DEPARTMENT OF FINANCE, DIVISION OF REVENUE & TAXATION"

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THE CNMI GOVERNMENT RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, OR PORTIONS THEREOF, AND WAIVE IMMATERIAL DEFECTS IF TO DO SO WOULD BE IN THE BEST INTEREST OF THE CNMI GOVERNMENT.

/s/ LARRISA C. LARSON
SECRETARY OF FINANCE

/s/ HERMAN S. SABLAN
DIRECTOR, P&S

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extensions 107/106/110 • Fax (670) 234-9271 • Email: sales@mvariety.com

CROSSWORD
BY THOMAS JOSEPH

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JOB VACANCY ANNOUNCEMENT

It is the policy of the Marianas Visitors Authority (MVA) to limit hiring to qualified US workers, as restricted by CNMI law, and that equal opportunity be given to all qualified US worker applicants regardless of age, sex or sexual orientation, religion, marital status, political status, veterans status, disability or place of origin.

Opening Date: 03/31/17

Closing Date: 04/13/17*

JVA#17-006: Special Assistant to the Managing Director
Annual Salary: \$25,000.00 to \$35,000.00** UNGRADED
Location: Marianas Visitors Authority, Saipan

JVA#17-008: Statistics Specialist I
Annual Salary: \$23,394.03 to \$24,563.73
Location: Marianas Visitors Authority, Saipan

JVA#17-009: Chief Accountant
Annual Salary: \$45,000.00 - \$60,000.00 ** UNGRADED
Location: Marianas Visitors Authority, Saipan

** The salary given will be determined by the qualifications of the appointee.

*If not filled, the vacancy announcement will be continued and applications will be reviewed every two weeks thereafter until the search is closed. Deadlines that fall on a non-business day will be extended to the next business day.

Interested persons may contact the Marianas Visitors Authority Office at (670) 664-3200/01 for more detailed information on position description. A completed application must be submitted together with the required documents for consideration until search is closed. A resume may be attached, but the application form must be filled out in full. MVA is an equal opportunity employer.



Procurement And Supply CNMI Government

INVITATION TO BID

ITB NO.: ITB17-JKPL-136

SUBMISSION DATE: MAY 12, 2017 - TIME: 10:00 A.M.

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/s/ ERLINDA C. NAPUTI
ACTING DIRECTOR, JKPL

/s/ HERMAN S. SABLAN
DIRECTOR, P&S